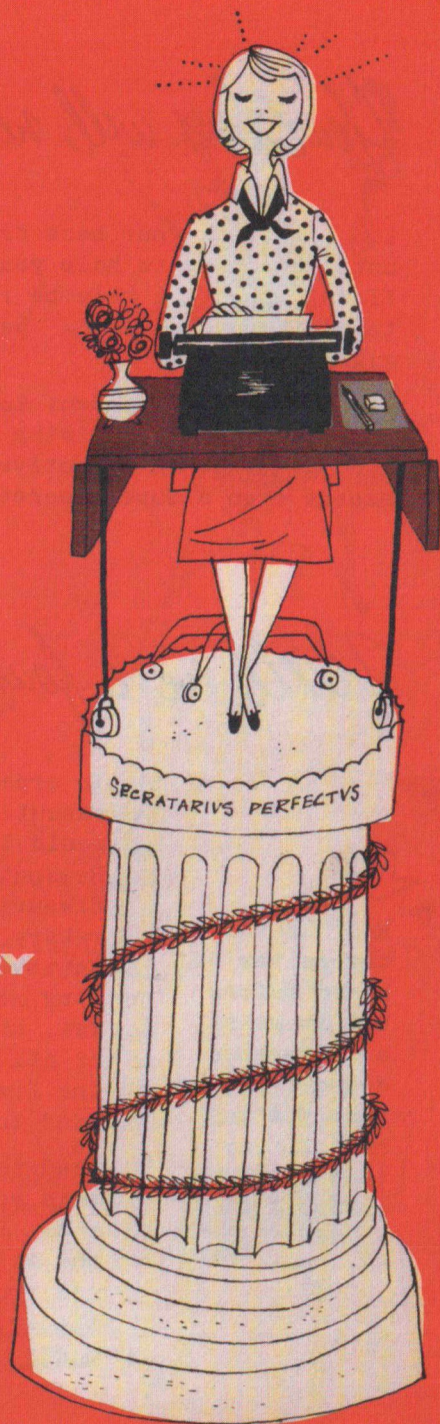


*How  
to  
be a*

**SUPER-SECRETARY**

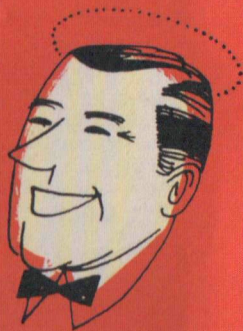




# *Your boss will never tell you!*

You might ask your boss from now until doomsday to help you find your flaws, and still he'd be reluctant to admit you had them. Bosses are mighty loyal.

Just the same, you want to be better and better. And you wish he'd tell you just what an executive does expect from a Super-Secretary.



## *Well, we've found out for you...*



Most of the things you've heard before but it makes a difference, doesn't it, to know the boss himself says they're important!

In order to find out from business executives the qualifications they would like a secretary to possess, Remington Rand sent Miss Olga Elkouri, renowned typist and secretary, on a nation-wide tour to interview hundreds of bosses and they all had a great deal to say. Yet, strangely enough, the essence of all their replies is covered by the few essentials, which you will find in this book.

Read the book now...then honestly rate yourself on the chart at the end. See where you need to improve and stick to it. Six months from now, rate yourself again. It's such steady, planned improvement that makes any girl the Super-Secretary!



*You save your  
glamour for  
evenings...*

Almost every executive mentions neat appearance and conservative clothes. So you, smart girl that you are, save your ultra-extreme costumes for after five, when you want to attract, not distract attention. The same rule goes for too obvious make-up and a too complicated hair-do.



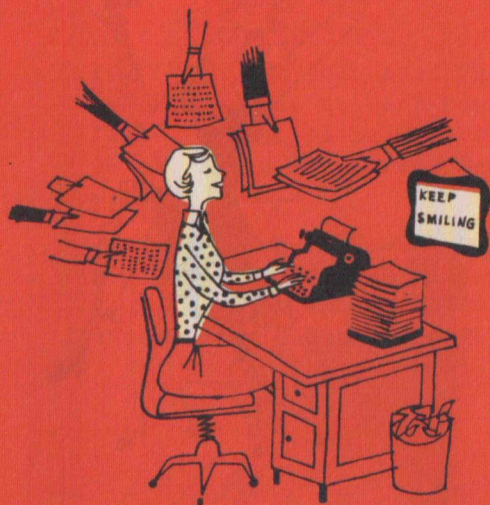
Nor are you over-casual. Bobby socks, sloppy Joe sweaters and hair-bows may have their places, but not in the office.

Instead, you wear dresses that are simple in design, and suits that are tailored. You always look spotless, well pressed, neat, and scrubbed clean! And you find it good economy to pay MORE for business clothes than for any others in your wardrobe.





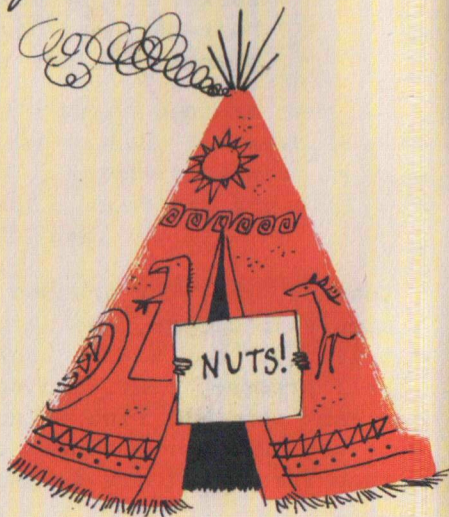
# *You are pleasant even under strain*



More executives hire secretaries for pleasant dispositions than for good looks. As one of them put it: "I need a secretary with an even disposition ...one who can stay cheerful even when I get grouchy, work piles up, and everything else goes wrong."

# *You never sulk in your tent!*

In the office you have just one mood...fair and sunny...you wear it no matter how you feel. You have a sense of humor that shrugs off minor irritations. You cultivate a pleasant manner and a friendly smile which you use for everyone, regardless of rank. And very early in your career you learn the advantages of tact.





## *You are a clam!*



You are silent  
about your own  
personal troubles

...about office

feuds and gossip. Above all, you are silent where business is concerned. This is a **MUST** if you are to be trusted. You never talk about your boss's business affairs to people who should not know them, or about any business matter outside the office.

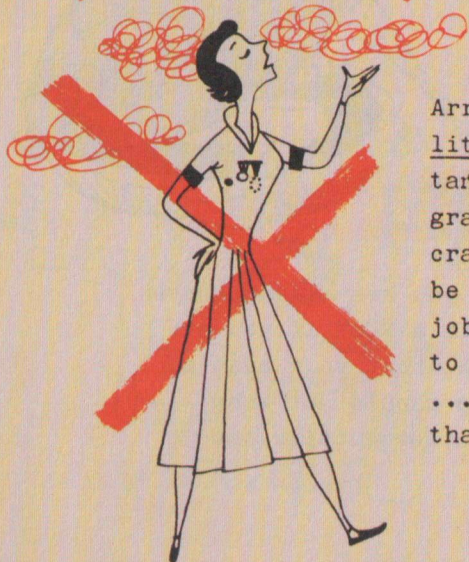
## *You are a screen ...*

You protect your chief from the interruptions and details which he considers unimportant and you check first to make certain which these are. You guard him from people he doesn't want to see, appointments he doesn't want to make, details and routine work he doesn't want to attend to. And you keep checking to make sure you are doing right.





## *You are truly humble...*



Arrogance is the privilege of little people. The more important an executive, the more gracious, considerate, and democratic he is. The same ought to be true of his secretary. Your job is so big you cannot afford to be haughty. Be indispensable ...but don't let on you think that you are!

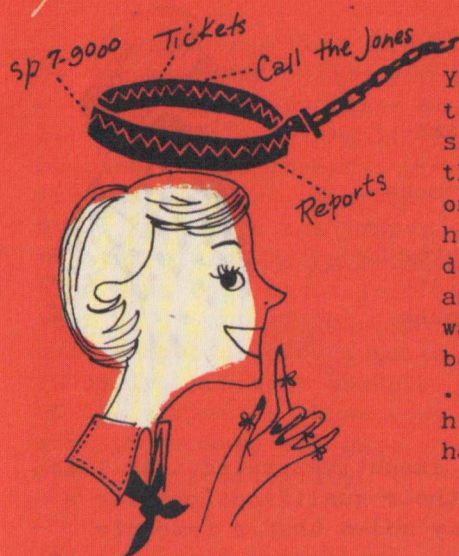
## *You hide your light*

If you originate a good idea, you give the credit to your boss because you know when he advances you advance with him. You give credit to others when it is due...sometimes when it is not, just to keep them happy. You never "steal the show" because you don't have to...without your shouting it, word gets around that you are GOOD.



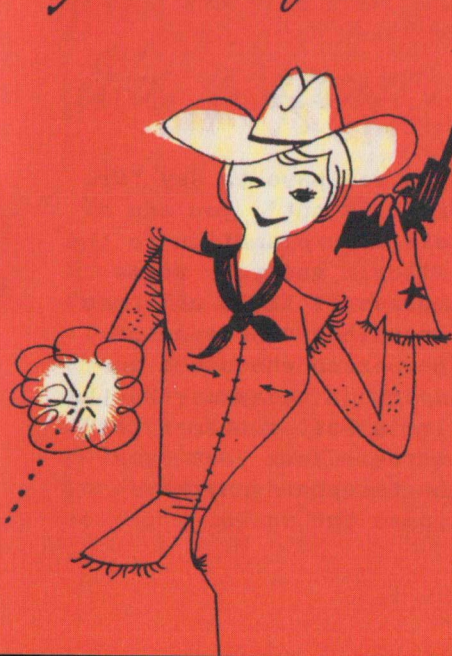


# *You have a steel trap memory*



You listen with undivided attention to your chief's instructions and comments...so that you need to be told only once. You keep a notebook of his likes and dislikes, and detailed remarks on every new assignment that comes your way. You treasure that notebook as if it were pure gold...it's the thing that makes him say with pride: "I never have to tell her twice."

# *You are quick on the trigger!*



You think along with what the boss is saying, instead of day-dreaming. When he's away, you handle an emergency as he himself would do it. You're quick in anticipating smaller needs, too...in getting out a file...in making sure a promised enclosure is attached...in preventing errors of figures and dates...in calling his attention to necessary follow-ups.



# *You look beautiful over the telephone.*

Hundreds of men with plain secretaries have been startled to hear an outsider say: "Your secretary must be lovely...she certainly sounds beautiful over the phone." Isn't that a flattering way to have others speak about you?



One out of every two executives rated this telephone charm high in their qualifications for a super-secretary. Many added that a friendly voice over the telephone had added thousands of dollars to the business of their firm.

## *You can say NO with a smile!*

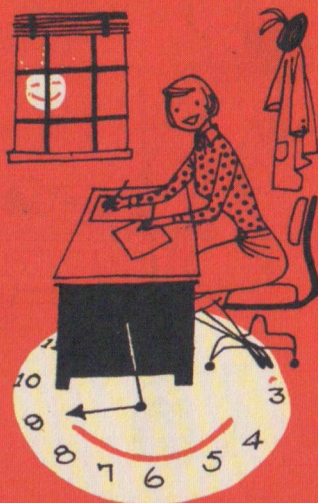
When you have to say "Mr. Smith is out", you add a note of explanation to the caller. And your voice implies "I'll do all that I possibly can to help". The person who seems unimportant today may be the firm's best customer tomorrow. Your tact over the telephone may have tipped the scale.





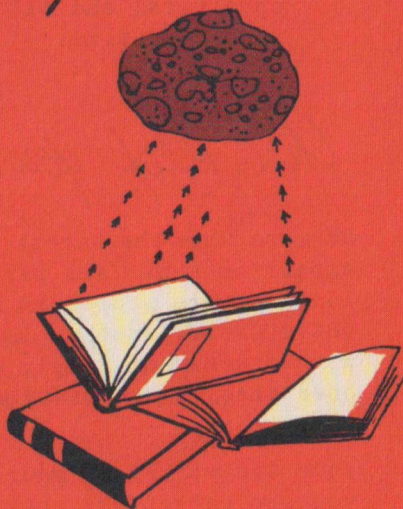
# *You are Johnny-on-the-spot*

No one has ever called you a clock-watcher. You come to work on time and when it is necessary, you cheerfully work late. More important still, you give the impression of always being around when your boss needs you. When he is out of town you make a special effort to be in early, not only because of the effect on other workers but because you have double responsibility.



# *You soak up knowledge like a sponge...*

You soak up every bit of information about your business ...you learn its policies and abide by them because you know why they were put into effect. You keep adding to your general knowledge by supplementary and brush-up courses.





# *You are a good housekeeper*



You keep your boss's desk and office neat...his calendar up-to-date, his desk supplied with sharp pencils, erasers and blotters, his pen filled. And you do it always, not just in streaks when the mood strikes you.

Check before you straighten his desk...some executives may have special preferences.

## *Your office habits are tidy*

You keep a memorandum pad for recording callers and telephone messages, for arranging appointments and reminding your chief of his commitments. You organize office routine so that first things come first and all important duties are completed on time.

## *You keep your own desk neat*

No more than the barest necessities appear on top. All personal belongings are stowed in a convenient drawer...another is filled with a generous supply of sharpened pencils and stationery supplies.

Your typewriter is your pride...you are meticulous about its care.







*You are loyal!*

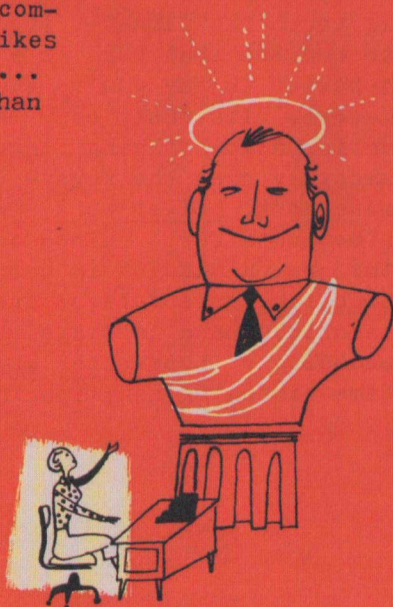
You put the interests of your boss first...even above your own. You speak of him always, to everyone, in terms of respect.

When you can prevent him from making mistakes, you do it without his being aware. When he makes them, you go to almost any length to smooth out the difficulties.

Even the best boss has human weaknesses. The good secretary knows what those weaknesses are and compensates for them. If he dislikes detail, that is your specialty... if he is gruff, you try more than ever to be tactful.

One executive said: "I suppose my secretary has flaws, but I never see them. She is so loyal it makes up for everything else."

You are a one-woman publicity campaign. You carry the torch...give him encouragement when he is feeling low ..put up with his bad humor when he has to let off steam ..make him feel he's a pretty wonderful person.





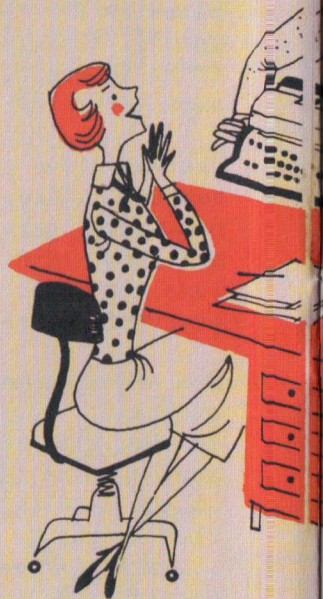


*You know that  
silence is golden!*

You keep the office quiet...shut doors softly...speak in a low voice.

And as an executive's secretary you are more and more likely to adopt a typewriter superb in printwork and **FLAWLESS** in its performance.

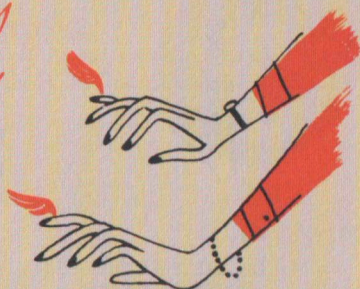
The REMINGTON® ELECTRIC Typewriter is the perfect solution in every respect. All you have to do is touch the finger-fitted keyboard to realize that here is a typewriter superior to any you've ever used before. Its fast, easy, electric action allows flying fingers to flow smoothly over the keys - turn out more work, better work - with less time and effort. Since operation of this new REMINGTON is completely electric, gone forever are the laborious hand carriage return - the pounding of typewriter keys - and time-consuming hand spacing.



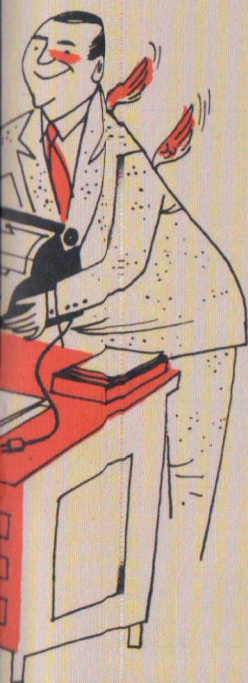


*You know your fingers  
must have wings!*

You know there is no substitute for speed when work piles up...and you take it on with flying fingers and a willing heart.



That's why you always choose a typewriter with the swift action and easy touch needed to keep pace with a furious tempo.



You'll experience a new typing thrill the moment you start using the REMINGTON ELECTRIC Typewriter. This triumph of typewriter engineering and design provides the modern business office with a machine which will always turn out distinctive correspondence, clear sharp stencils, legible multiple carbon copies and perform all other typing requirements with greater ease...greater speed. Seat yourself at this superb typewriter - see how accessible its controls are - all within the Fingertip Zone! Let your fingers stroke its scientific keyboard and see how it produces fine typing, letter-perfect in appearance.

*A super-secretary is at her best  
when she has a fine machine!*





# How nearly a Super

Rate yourself now...then check  
this list six months later.

		<u>Points</u>	<u>Your Score</u>
1. <u>You are well dressed</u>		10	_____
Appropriate dress	3		
Grooming	3		
Personal neatness	4		
2. <u>You are pleasant</u>		10	_____
Even tempered under strain	2		
Take criticism without resentment	2		
Sense of humor	2		
Control moods	2		
Control temper	2		
3. <u>You are a clam</u>		10	_____
Silence concerning business affairs...(this is a MUST)	7		
Silence concerning personal troubles	1		
Silence concerning office feuds and gossip	2		
4. <u>You are a screen</u>		10	_____
Relieve chief of detail	4		
Successfully protect him from unimportant interruptions	3		
Compose letters you are qualified to handle	3		
5. <u>You are truly humble</u>		10	_____
Pleasant toward associates	3		
Pleasant toward outsiders	3		
Perform personal duties for boss cheerfully	2		
Allow boss to take credit for your work	2		
6. <u>You have a steel-trap memory</u>		10	_____
Remember instructions	4		
Remember names and faces	3		
Remember routine details	3		
7. <u>You are quick on the trigger</u>		10	_____
Initiative in an emergency	2		
Assemble data before your boss calls for it	2		
Understand material dictated	2		
Alert to prevent errors	2		
Always check figures and dates	2		
8. <u>You have telephone charm</u>		10	_____
Voice pleasant...tone clear	4		
Telephone tact	4		
Obtain accurate information over phone	2		



# Secretary are you?



See how much you gain when you  
plan improvement...and stick  
to it!

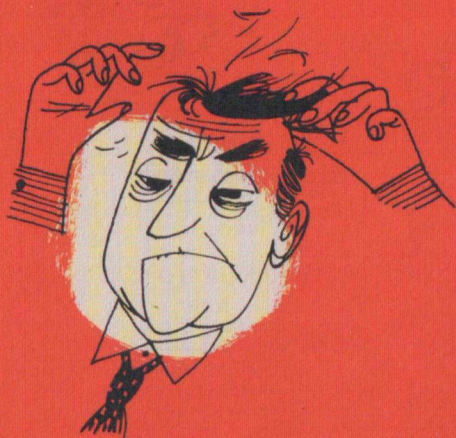
	<u>Points</u>	<u>Your Score</u>
9. <u>You are Johnny-on-the-spot</u>	10	_____
There when boss wants you	3	
On time consistently	3	
Prompt in answering buzzer, telephone	2	
Work late cheerfully when necessary	2	
10. <u>You soak up knowledge</u>	10	_____
Understand and abide by company policies	3	
Study supplementary courses	2	
Increase your fund of general information	2	
Continually improve your knowl- edge of the business or profes- sion of which you are a part	3	
11. <u>You are a good housekeeper</u>	10	_____
Keep boss's office in order	3	
Keep your own desk and type- writer in order	2	
Organize efficient office routine	3	
Always have necessary supplies on hand	2	
12. <u>You are loyal to your boss</u>	10	_____
Put his interests first	4	
Tactfully prevent difficulties	2	
Smooth them out when they occur	2	
Speak of him always in terms of respect and admiration	2	
13. <u>Your letters are a work of art</u>	15	_____
Uniform printwork	3	
Even margins	2	
Well centered	2	
No smudges	2	
Correct spelling	2	
Correct grammar	2	
Correct punctuation	2	

135 points \_\_\_\_\_

Your score:	120	Your total here _____
	107	You are a Super-Secretary!
	96	You're good, but not Super.
	82	Better than average.
	70	Lots of competition down here.
		You'd better study!



# Bosses' pet peeves...



Chews gum

Too much make-up

Argues

Too bossy

Smokes at her desk

B O (please do something  
about this!)

Hair untidy

Bobby socks

Doesn't check letters  
or reports

Too noisy

Airs personal troubles

Too emotional in atti-  
tude

Careless about details

Gloats when she changes  
phrases...thinks  
knowledge of grammar  
more important than  
knowledge of business

Never around when she's  
wanted

Tactless in correcting  
others...even the boss

Brags about being secre-  
tary to a "big shot"

A trouble-maker among  
co-workers

Loses papers when she  
cleans up desk

Feels exempt from office  
rules

Swears...(this should be  
the boss's privilege)

Her slip always shows

Not lady-like enough

Egotistical...smart but  
not smart enough to  
hide it

Comes in late, goes  
early, takes too long  
for lunch

Moody...so cross at  
times she makes life  
disagreeable for  
everyone...including  
the boss

